

# BEAVERTON POLICE DEPARTMENT

# GENERAL ORDER

NUMBER: 14.02.00  
SUBJECT: REPORTS AND RECORDS SECURITY  
EFFECTIVE: AUGUST 1, 1999  
REVIEW: AUGUST 2001, 2003, 2005, 2007

1. PURPOSE. In order to reasonably assure the security of police records, the following restrictions are placed on the physical storage of such records and upon direct access thereto by department personnel.
2. POLICY. It is the policy of this department to keep all information contained in the Department's police records confidential and secure except where the law requires disclosure.
3. DISCLOSURE OF CRIMINAL HISTORY RECORD INFORMATION. All department members shall comply with all Department policies, procedures and regulations regarding the privacy and security of criminal records or official reports. No member shall release or disseminate any official police reports except as authorized by department directives.
4. PHYSICAL SECURITY OF RECORDS.
  - A. Police records are to be stored in such a manner as to reduce the possibility of physical damage resulting from fire, water or other natural or man made disaster.
  - B. Direct access to the police record storage area is restricted to members of the department for criminal justice purposes.
  - C. The police records storage area is to be arranged so that it affords reasonable control of restricted access.
  - D. Police records are to be stored in such a manner as to prevent modification, destruction, change or purging by unauthorized persons.
  - E. Purging or destruction of police records may be performed only as directed and/or approved by the Chief of Police.
  - F. Refuse from the police record system will be destroyed under reasonably secure conditions which will guard against unauthorized availability.

1. No computerized criminal history records will be placed in the report file. All teletypes and CCH scheduled for destruction shall be placed in a shredding barrel.

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Chief of Police

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Date